

MEMORANDUM FOR: Chief, Management Staff, DD/S

SUBJECT: Survey of Non-OTR Conducted Training Activities of the Agency

REFERENCE: Staff Study to DCI from DTR dtd 25 Apr 55, Subject, "Unresolved Problems of the Office of Training Problem I: Responsibilities of the Director of Training for Non-OTR Conducted Training"

1. In accordance with the recommendation contained in paragraph 5 b. of the reference the Management Staff is directed to undertake surveys, within DD/S, DD/P and DD/I, of all headquarters and field training activities of the Agency, foreign and domestic, which are not now conducted by the Director of Training.

2. The purpose and objectives of these surveys is discussed in the reference in paragraph 2 b (3), 2 c, 2 d and 3 c. The Office of Training will make available to the Chief, Management Staff, a copy of the reference together with such additional reference material on this subject as may be required.

3. Since it is not feasible to conduct these surveys concurrently in view of the shortage of qualified manpower, they must therefore be conducted in succession. The composition of the teams will vary with each survey. Management Staff and Office of Training representatives will remain on the survey team until all four surveys have been completed. The DD/I, DD/S and DD/P members of the team will serve only for the duration of the survey of their respective components. In the case of the survey of non-OTR conducted training overseas, the DD/P member of the survey team will be designated by the Chief, Inspection and Review Staff, DD/P, and should in this instance serve as chairman of the survey team. The surveys should be conducted in the following order of priority: (1) DD/P, (2) Overseas, (3) DD/S and (4) DD/I.

4. The surveys shall be conducted to provide the data, where applicable, as contained in the checklist attached hereto. The checklist should be used as a guide. The objective of the survey is to

provide the maximum amount of pertinent information about each training activity and program so that responsible recommendations can be made concerning:

- a. the current status of the Agency's training effort;
- b. how the training effort can be improved;
- c. the responsibility for direction of the training.

5. Upon completion of the surveys copies of the data together with survey team recommendations shall be provided to the Chief, Management Staff, and to the Director of Training for their review, analysis and recommendation to the Deputy Director (Support) through the Deputy Director concerned.

6. The survey team chiefs will submit monthly progress reports on the status of the survey to the Chief, Management Staff, and to the Director of Training.

LAWRENCE K. WHITE  
Deputy Director (Support)

Attachment:  
Checklist